

CONTENT AREA
Personnel Records

ISSUE/QUESTION

1) When an employee is terminated from an agency, may the agency consolidate the employee's medical file and the personnel file or must they be kept separate?

2) When an employee transfers from one State agency to another, does the employee's medical file get transferred to the gaining agency?

ANSWER

1) All health/medical information must be kept in a separate file, both during and after the employee's tenure with an agency. However, the employee's insurance enrollment forms may be included in the employee's personnel file.

2) No, an employee's medical file does not follow the employee from one agency to another. On the other hand, the employee's personnel file does follow an employee from agency to agency. The losing agency is required to forward the employee's official personnel file to the gaining agency within 10 days of the effective date of the move.

AUTHORITY

Arizona Administrative Code R2-5-105, Personnel Records

ISSUED

May 23, 2003